

Independent Custody Visitors North Group Meeting

Date: Monday 28th June 2015

Time: 7pm

Location: Conference Room 4, Police HQ, Huntingdon

Minutes

Attendees –Group Members

JB	BH
JC	RP
FC	JR
AD	PR
JD	AW

Attendees – Other

Chief Inspector Iain Clarke (IC) – Cambridgeshire Constabulary

Nicky Phillipson (NP) – Strategic Advisor, OPCC

Hannah Watson (HW) – Volunteer Co-ordinator, OPCC

Welcome & apologies received

AW opened the meeting and welcomed attendees.

Apologies have been received from CS, GW and Insp Dominic Glazebrook.

GW is expected to leave the ICV scheme to start a new appointment with the Constabulary as a Victim Care Co-ordinator. HW thanked her and recognised the commitment she has made to the role. Dominic Glazebrook is the new Insp at Thorpe Wood Police Station.

Everyone present was asked to introduce themselves sharing something they have learnt whilst visiting this quarter.

AW – cue cards are too small for people with a visual impairment.

BH – outdated food and drink

HW – new custody inspector at Thorpe Wood

NP – met some new custody officers in training who didn't know about the role of an ICV. They were really enthusiastic and looking forward to meeting ICVs.

AD – allergy signs are not on the food packaging but on a poster by the wall.

RP – realised how important that a member of police attends the meetings

FC – In March, the Qibla arrows are not pointing in the same direction.

PR – don't make assumptions – look under every rubber mat, look in medical waste bins...

JC – always learning new things and identified areas not previously considered like rubber mats!

JD – met the new Inspector

JB – found out about the age assessments for detainees and would like to know more.

Minutes of previous South group meeting held 23rd March

These were agreed.

- Actions were noted as follows:
 - HW to share summary when agenda sent out so people have an opportunity to look at it before the meeting – **completed**
 - GA to arrange for the cells at Huntingdon to be unlocked – **completed**
 - GA to look into an exit procedure for ICVs at Huntingdon – **IC to introduce sheet of phone numbers for ICVs to call if left alone and need to exit the suite.**
 - GA to remind custody staff that ICVs are able to check CCTV and kitchen- **completed**

- HW to feedback issues to PCC so he can raise with the Constabulary – **to be covered under Local Updates**
- HW to liaise with Constabulary colleagues to ensure all staff are aware of the One Note system for logging ICV issues – **completed**
- HW to find out times of shift handover – **it's variable. Sunday – Thursday - 7am / 2/3pm / 11pm. But often 5pm/9pm on Friday and Saturday. IC encouraged ICVs to visit at these times and observe the hand over period as**
- ICVs to share any existing aide memoirs used and HW will combine and draft for discussion at next meeting – **agenda item discussed later.**

Update: election of chair / Deputy

Following the update of the ICV procedure, requests went to both panels for self-nominations for the role of Chair. 2 people stood in the North – PR and AW and HW thanked them both for standing. Panel members were balloted and AW received the most number of votes. AW formally accepted the role of chair.

With regards to the South Panel, PK has stepped down as Chair of the group and as an ICV. No-one self-nominated themselves for the role so the role is still vacant. The OPCC is acting as Chair in the interim.

Current performance & matters arising from visits

HW reminded ICVs about the following when completing the Form 200:

- Time arrived – this is the time you are seen by someone at the Front Desk
- Time visited commenced – this is the time you gain access to custody
- Please ensure all times are written in the 24 hour clock
- Reminder following C/Supt Vajzovic request – please consider if someone's detention is necessary and question where appropriate.



North Panel Visit
feedback.docx

The summary was shared by HW who made the following observations:

- Good to see a much more varied visiting pattern so thanked ICVs for embracing the new rota and working with different people.
- Pleased to see 2 visits take place this quarter on a Sunday at Thorpe Wood and encouraged all ICVs to vary the day they visited as there is still a concentration of visits taking place at the beginning of the week.
- Again, pleased to see Thorpe Wood visited an hour earlier (between 08.00 and 09.00) and an hour later (between 21.00 and 22.00)

JD and JR identified that often there is a delay at being seen by the Enquiry Officer at Thorpe Wood as there is no way to indicate they (or indeed members of the public) are waiting. (At other stations there is a call bell.) They suggested a call bell at Thorpe Wood may be useful. HW will pass onto Constabulary colleagues for consideration.

Following feedback from a recent visit re ICVs being left alone in an interview room, Insp Glazebrook sent the attached email to Custody Staff.



ICV's ~NOT
PROTECTIVELY MARK

JD mentioned that Hertfordshire Constabulary have issued an Easy Read version of the rights document. IC confirmed it will be arriving in Cambridgeshire shortly so look out for it on your visits.

Local update

From the Constabulary

- Thorpe Wood is being closed for a deep clean on 6th and 7th July. Therefore March and Huntingdon will be opened for this duration.



Deep clean at Thorpe wood ~NOT PROTECTIVELY MARKED~.msg

- Roller shutter doors are to be introduced at Thorpe Wood along with sun light tubes to be added to 5 cells.
- Collaboration is on going working with Beds and Herts. Watch this space.
- Custody now has 2 strategic support Sergeants so has a full management team. They are starting to work through things. Sgt Glen Alderman will take on a responsibility to ensure that ICVs issues are actioned and appropriate feedback is provided to the OPCC who in turn will feedback to ICVs.
- A death in custody policy is up for approval which will result in additional training.
- Developing role play training for custody staff in October / November – ICVs will be invited to attend and participate.
- Athena – new custody system landing in January 2016.

From OPCC

Sir Graham met with ACC Hopkins in April for a governance meeting, Sir Graham updated him about the new framework and talked about roles and responsibilities. As a result a 'charter' is being drafted which will be agreed at the next Business Co-ordination Board (where the Commissioner holds the Chief to account). This will be shared in due course. They also discussed issues/themes identified from the previous 6-month reports. These included delays getting in custody, maintenance issues, cleaning issues and behaviour of custody staff. ACC Hopkins took away a number of actions, so should see improvements in these areas. Next meeting is scheduled for October 2015.

HW attended a regional ICV meeting last week. Working to update the introduction cards to reflect self-introduction. Discussions have also started

about a regional conference – Cambridgeshire to host in March / April 2016.
As a result looking to set up a small organising committee, if anyone is interested in helping out please contact HW.

In other news, the Chief Constable has announced his retirement and will leave in July 2015. Alec Wood who is currently the DCC will act up until a replacement has been recruited.

College of Policing Code of Ethics

<http://www.college.police.uk/What-we-do/Ethics/Pages/Code-of-Ethics.aspx>

Video - <https://www.youtube.com/watch?v=XT9TS4PoFlc>

As the professional body for policing in England and Wales, the College of Policing has developed the Code of Ethics. In July 2014 the Code of Ethics was laid before Parliament as a code of practice. It applies to everyone who works or volunteers in policing in England and Wales. The OPCC has also adopted the code and therefore it also applies to ICVs.

The main components of the Code are sets of principles and standards of professional behaviour.

Policing principles

- Accountability
- Fairness
- Honesty
- Integrity
- Leadership
- Objectivity
- Openness
- Respect

Standards of professional behaviour

- Honesty and integrity
- Authority, respect and courtesy
- Equality and diversity
- Use of force
- Orders and instructions
- Duties and responsibilities
- Confidentiality
- Fitness for work

- Selflessness
- Conduct
- Challenging and reporting improper conduct

The combination of policing principles and standards of professional behaviour encourages consistency between what people aspire to and what they do.

The Code provides supplementary information on how to use it to guide ethical decision making (using the National Decision Model) and how breaches of the Code will be dealt with.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position.

ICV visit form and checklist

HW had an action to revise the checklist and thanked ICVs who shared their own checklist. However, in ICVA's latest newsletter, they published guidance on what should be included on a visit report form. We are taking the opportunity to review the existing form. If you have any comments / suggestions to improve the form please contact HW. It therefore seems sensible to review the checklist in light of any additions / changes made to the form so this will now take place later in the year.

Consultation - Independent Custody Visitors' Scheme Panel



ICV - Paper for ICV
group meetings.doc

Paper sent out with the agenda, which was presented at the meeting. Consultation will last until end of July, but raised at the meeting in case

anyone had any questions. Discussion took place and people were encouraged to submit any feedback to HW.

Action: NP to provide further details on how costs will be saved.

Any other business and close

- PCC has commenced recruitment for new ICVs in light of some recent resignations. Please do pass on the message to anyone who you think might be interested.
- The Constabulary is recruiting Restorative Justice and Victim Hub volunteers. For further details please contact HW.
- JB encouraged ICVs to ask detainees if they have been offered exercise / fresh air.
- JB suggested an input on VIPER at a future meeting.
- JB also offered to organise a visit to the CCTV suite.
- JB reminded the Constabulary that they can request an ICV visit if needed. This is detailed in the procedures.
- HW reminded ICVs not to wear their ID badge outside of police premises.
- FC and PR were presented with Long Service Awards and congratulated for their commitment to date.
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Date of next meeting – to be confirmed in light of the consultation paper to merge to a single panel.